

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Messrs. [REDACTED]
[REDACTED] 25X1A9a
FROM : Chief, S/OM
SUBJECT: Personnel Assignments

DATE: 23 November 1953

1. With reference to our conversations, I am attaching a tentative plan setting up groups to collect, and work on, information in the four main fields of S/OM's responsibilities. Please regard the plan as merely tentative and temporary. Various difficulties make it impossible to settle the matter definitively at this time. Among these difficulties must be mentioned that not all the persons listed are already available for work in the Branch, that it is not yet fully known in what subjects those who are available are particularly qualified and interested, and -- above all -- that everything we are doing at this moment is necessarily being done on an experimental basis. It thus must be expected that changes will be unavoidable in more than one respect. The members of the Branch will work them out jointly as we are getting more experience.

2. As indicated above, the attached plan is designed to serve as a basis for the distribution of routine work such as collecting and filling of information rather than for the assignment of individual projects. The latter will be assigned on a case by case basis. You received a memorandum "Requirements for Information", dated 20 November, in which I repeated the result of our discussions regarding the distribution among the four groups of the subjects to be covered by the Branch as listed in the Branch Code. It shall be appreciated if you now would distribute the responsibility for the maintenance of the various files (subjects) handled by your group among the members of your group. To overcome difficulties, which may arise in S/OM/O due to temporary understaffing, S/OM/M is ready to help out temporarily. If S/OM/O wishes to make use of this offer, it is requested to get in touch with me.

3. For the distribution of responsibility for the individual files (subjects), please, use the column "Assigned to:" in the Subject Code. Show your copy to me when you are through with the job, so that I can transfer your entries to the master copy. Also, circulate this memorandum among the members of your group. After the responsibility for each file in the Branch is fixed, I will send the master copy around so that each member of the Branch can make the same entries on his personal copy and thus will, at any time, know whom to contact for information on a specific subject.

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[REDACTED]